

# OCP PERIODICAL

Office of Compensation and Policy

## Statewide Pay Action Summary Report February – June 2002

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotion	393	382	15.00%
Promotion – Exceptional	48	43	21.64%
Demotion – Voluntary	65	28	-11.00%
Demotion – Disciplinary	6	6	-6.50%
Demotion – Exceptional	7	6	4.63%
Role Change – Upward	318	263	10.43%
Role Change – Lateral	224	54	7.31%
Role Change – Downward	55	12	-2.62%
Voluntary Transfer – Competitive	720	414	8.71%
Voluntary Transfer - Non-Competitive	284	24	4.92%
Acting Pay	264	237	5.50%
Temporary Pay	81	81	8.00%
Competitive Salary Offer	75	75	12.24%
Reassignment within Band	37	0	0.00%
IBA – Change in Duties Increase	288	288	7.13%
IBA – Change in Duties Decrease	9	9	-5.96%
IBA – New KSA's/Competencies	343	343	8.30%
IBA – Retention	213	213	6.26%
IBA – Internal Alignment Increase	488	488	7.24%
IBA – Internal Alignment Decrease	36	36	-3.73%
Bonus – Change in Duties	23	23	3.62%
Bonus – Internal Alignment	15	15	8.16%
Bonus – New KSA's/Competencies	5	5	3.5%
Bonus – Retention	10	10	5.74%
Bonus – Project	2	2	3.85%
Bonus – Recognition, Monetary	1,075	1,075	6.22%
Bonus – Referral	4	4	2.76%
Bonus – Sign-On	21	21	1.98%
Bonus – Recognition Leave	46	-	-
<b>Overall Totals</b>	<b>4,930</b>	<b>4,157</b>	<b>4.76%</b>

(Summary Reports will be provided on a quarterly basis beginning in October 2002.)



# Policy Guide

## **Policy 5.10, Educational Assistance**

Courses covered in the recently issued Educational Assistance Policy are not intended to include certification courses that must be completed by employees before they can perform the duties of a position. Examples are certification courses required before an employee can fully perform jobs such as State Trooper, Corrections Officer, Game Warden, etc.

## **Policy 4.05, Administrative Leave**

When agencies are uncertain about how to categorize an employee's leave, they often call it "Administrative Leave." However, Administrative Leave should be used only for reasons specified in the policy.

If agencies wish to grant leave to employees for other purposes, they must use the appropriate leave type as defined in applicable policy.

## **Policy 4.35, Leave Sharing**

Policy 4.35, Leave Sharing, permits employees not participating in the Virginia Sickness and Disability Program (VSDP) to receive leave time donated by other state employees when a personal illness or disability has caused the employee to deplete all of his or her own leave time. VSDP provides coverage to its participants for absences caused by their own illness or disability; therefore, they are not eligible to receive Leave Sharing for these reasons.

With the May 1, 2002, revision to Policy 4.35, the availability of Leave Sharing has been expanded. Now, any employee may use Leave Sharing for an absence for the illness or injury of a family member when the leave is designated as FMLA leave.

## **Repayment of Leave Used in Error**

From time to time agencies contact us to ask what they should do when they discover that an employee has taken leave to which they were not entitled. Policy 4.30, Leave Policies – General Provisions (III.D.1.), prohibits agencies from approving paid leave when employees have insufficient leave to cover the period. Additionally, the policy (III.D.2.) requires employees to:

- Keep track of their leave balances; and
- Reimburse their agencies if they use leave that they do not have.

Reimbursement may be in the form of

- Money (paid directly to the agency or through payroll deduction); or
- Leave (current or future accruals).

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### Repayment of Leave Used in Error

Agencies recognizing that employees have used leave in error should:

- ✓ Discuss the error with the employee as soon as it is discovered;
- ✓ Explain that repayment is required;
- ✓ Provide options for repayment; and
- ✓ Have the employee sign a repayment agreement.

Before they are used, repayment agreements must be reviewed and approved by the Office of the Attorney General. Each agreement should contain a provision that allows the agency to withhold any balance still owed if the employee should separate from the agency.

Supervisors also should be encouraged to be aware of employees' leave balances or monitor leave use when an employee's leave balances are low so that such situations are avoided.

### FASTEST GROWING OCCUPATIONS, 2000 – 2010 \*

[Numbers in thousands of jobs]

#### Employment Change

Occupation	2000	2010	# Inc	% Inc
Computer Software Engineers (applications)	380	760	830	100
Computer Support Specialists	506	996	490	97
Computer Software Engineers (systems software)	317	601	284	90
Network and Computer Systems Administrators	229	416	187	82
Network Systems and Data Communications Analysts	119	211	92	77
Desktop Publishers	38	63	25	67
Database Administrators	106	176	70	66
Personal and Home Care Aides	414	672	258	62
Computer Systems Analysts	431	689	258	60
Medical Assistants	329	516	187	57

\* From the Bureau of Labor Statistics

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Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

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